

How to Create & Manage your Property Check Notification Account

You can access the Property Check Notification Management Tool by going directly to the Property Check informational page... http://www.lakecountylil.gov/Recorder/Pages/Property_Check.aspx and select “Click here to sign up now!!”



Links to the Property Check informational page are located on the Lake County Recorder of Deeds Office homepage... <http://www.lakecountylil.gov/recorder>



You can also get to the Property Check Notification Management Tool via the Online Access login screen... **Please note that you DO NOT need to be an Online Access subscriber to utilize the Property Check notification service**



Property Check Home Screen...

PROPERTY
CHECK

Search Indexed Records

Managing Your Notifications

1. Create a new account or log in to an existing account.

2. Do you want to create a new notification, edit an existing notification, or remove an existing notification?

3. Work with your notifications.

4. Log out.

I already have an account

I need an account

Search Indexed Records

Log in as named user

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Select either “I already have an account” or “I need an account”

Enter your contact information...

- Last Name (required)
- First Name (required)
- Email (required)
- PIN (required – this is your 4-digit password/access code)
- Phone (optional – this is your home phone)
- Mobile (required if you want to receive text alert)
- Select Carrier (required if you want to receive text alert)
- all address information is optional

Click “Create Account” when finished (required)

PROPERTY
CHECK

Search Indexed Records

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New Account Registration

Please make sure **donotreply@lakecountytill.gov** is added to your approved senders list to prevent PropertyCheck notifications from arriving in your spam/junk mail folder.

Click "Send Test Email" to confirm you're able to receive messages from this address.

Last Name

PUBLIC

First Name

JOHN

Email

JPUBLIC@EMAIL.COM

Send Test Email

PIN

....

(4 numeric characters)

Phone

Mobile

5555555555

T-Mobile

Send Test Message

Address

City

State

Please select

ZIP

Create Account

Cancel

Log in as named user

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Property Check Notification Management Tool

NOTE: YOU MUST ADD NOTIFICATIONS IN ORDER TO RECEIVE TEXTS AND/OR EMAILS

Lake County, IL Recorder of Deeds - Mary Ellen Vanderventer

Indexed Records

Name

Doc Number

Date Range

Pin #

Advanced

Property

Online Index Books

Display Index Dates

Property Check

Guest User

Your account has been created and you have been signed in! You may now create notifications.

PROPERTYCHECK

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4. Log out.

Welcome!

Email JPUBLIC@EMAIL.COM

PIN *****

Sign Out

Edit Account

Add Or Edit A Notification

Add a new notification

View or remove an existing notification

Notifications

To simply track a name enter only the name information, and likewise for a property. To reduce the potential for "false positives", you may enter a combination of name and property information.

DISCLAIMER: The reliability and accuracy of your notifications are contingent upon entering information as it is indexed.

Name Information

Last Name / Business

First Name

Middle Name

Property Information

Number

Street

(do not include Drive, Dr., Blvd, N, South, etc.)

Apt/Lot/Box/No

How Would You Like To Be Notified?

Email

Text Message

Create My Notifications

Log in as named user

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Select “Add a new notification”

Enter the name information and select notification method preference

Text Message option will only display if cell phone number has been entered in your account

Click on “Create My Notifications”

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Notifications

To simply track a name enter only the name information, and likewise for a property. To reduce the potential for "false positives", you may enter a combination of name and property information.

DISCLAIMER: The reliability and accuracy of your notifications are contingent upon entering information as it is indexed.

Name Information

Last Name / BusinessPUBLIC

First NameJOHN

Middle Name

Property Information

Number

StreetMAIN

(do not include Drive, Dr., Blvd, N, South, etc.)

Apt/Lot/Box/No

How Would You Like To Be Notified?

Email

Text Message

Create My Notifications

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Names will be added to your notification list...

2 notifications were added successfully.

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Welcome!

Email JPUBLIC@EMAIL.COM

PIN *****

Sign Out

Edit Account

Add Or Edit A Notification

☐ Add a new notification

☒ View or remove an existing notification

Notifications

Your Notifications

	Last Name	First Name	Middle Name	Number	Street	Apt/Lot/Box/No	Pin #	Hits	Notification Method	Date Created
Delete	PUBLIC	JOHN			MAIN			0	Email	2/19/2015
Delete	PUBLIC	JOHN			MAIN			0	Text Message	2/19/2015

[Log in as named user](#)

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- Most name entries should be entered three times, as only exact matches will trigger a notification ...
 - Last Name – First Name
 - Last Name – First Name – Full Middle Name
 - Last Name – First Name – Middle Initial(s)
- Add only the STREET name to each record you create to act as an additional filter to avoid getting notifications for other properties owned by someone that happens to share the same name as you
 - Adding the STREET name is not recommended if you want to track multiple properties – as you would have to repeat the same name entries for each STREET name to ensure finding a true match
- Repeat as needed to add additional co-owner names and/or name variations such as John/Jonathon, Christopher/Chris, etc

Notifications

Your Notifications

	Last Name	First Name	Middle Name	Number	Street	Apt/Lot/Box/No	Pin #	Hits	Notification Method	Date Created
Delete	PUBLIC	JOHN			MAIN			0	Email	2/19/2015
Delete	PUBLIC	JOHN			MAIN			0	Text Message	2/19/2015
Delete	PUBLIC	JOHN	QUINCY		MAIN			0	Email	2/19/2015
Delete	PUBLIC	JOHN	QUINCY		MAIN			0	Text Message	2/19/2015
Delete	PUBLIC	JOHN	Q		MAIN			0	Email	2/19/2015
Delete	PUBLIC	JOHN	Q		MAIN			0	Text Message	2/19/2015

[Log in as named user](#)

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Sign Out when finished

Welcome!

Email JPUBLIC@EMAIL.COM

PIN *****

Sign Out

Edit Account